

## Who is the school's Inclusion Leader?

The school's designated Inclusion Leader is Mrs Becky Massey. She is supported by Mrs Victoria Mirfin, the school's Higher Level Teaching Assistant.

The roles and responsibilities of the Inclusion Leader include:

- overseeing the day-to-day operation of the school's SEN policy
- co-ordinating provision for children with SEN
- liaising with the relevant Designated Teacher where a looked after pupil has SEN
- advising on the graduated approach to providing SEN support
- advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- liaising with parents of pupils with SEN
- liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- being a key point of contact with external agencies, especially the local authority and its support services
- liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- working with the headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- ensuring that the school keeps the records of all pupils with SEN up to date
- writing and reviewing the school's Special Educational Needs Policy
- organising appropriate INSET for all staff
- completing relevant paperwork, including 'Education, Health and Care Plans' and referrals and monitoring their progress through regular liaison with the Local Authority's Statementing Officer
- organising appropriate and timely interventions to support children not on track to meet their targets and monitoring the effectiveness of such interventions



Mrs Becky Massey  
SENCO/ Inclusion Leader



Mrs Vicky Mirfin  
Support Staff